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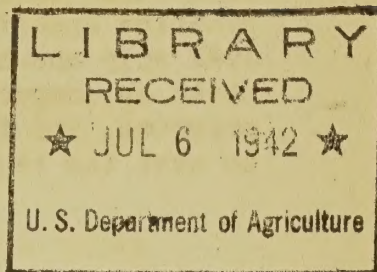
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Issued April 10, 1942

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL CONSERVATION AND ADJUSTMENT ADMINISTRATION
SUGAR AGENCY

INSTRUCTIONS RELATIVE TO DETERMINATION OF
PERFORMANCE UNDER THE PROVISIONS OF THE
1942 SUGAR BEET PROGRAM

(For Use by County Committees)



In determining performance under the provisions of the 1942 sugar beet program county committees will follow the instructions contained in SB-506, Instructions Relative to Determination of Performance under the Provisions of the 1941 Sugar Beet Program, except as those instructions are changed by statements herein and are necessarily modified by the advancement from the 1941 to the 1942 program.

Forms

The farming unit report form has been printed in smaller form and has been revised in certain detail. The instructions should be revised accordingly.

The additional forms which were used in determining performance under the 1941 program, such as wage claim forms, will be used in determining performance under the 1942 program, but will be renumbered in the 600 series.

1942 Sugar Beet Growers

The State committee will secure from sugar companies and furnish to county committee lists of growers with whom beet sugar companies have contracted for the 1942 crop of sugar beets. These lists will include the names and addresses of growers, the location of growers by townships or loading stations, and the factories for which the acreage is contracted. This information should be transferred in the county office to the heading of forms SB-602 preparatory to the determination of performance by farm reporters.

Proportionate Shares or Acreage Allotments

Since for 1942 the acreage which may be planted by a grower is not limited under the sugar program, and since each grower's proportionate share or acreage allotment will coincide with his planted acreage, the 1941 instructions in this connection do not apply and no special action in this regard is required for 1942.

Determination of Sugar Beet Acreage

Since acreage figures are needed in determining wages, abandonment and deficiency payments, and records of production, the county committee shall determine the sugar beet acreage for each farm. The acreage need not be measured by a representative of the county committee if acceptable measurements are available to the county committee. If it is determined by a spot check that measurements made by a field man of a sugar company are correct, such measurements may be used.

Farming Practices

The farming practices for which credit will be given in 1942 are identical with those in effect for 1941 except as changed by modifications in the practice specifications under the 1942 general farm program. However, for 1942 only one-half acre of practices is required for each acre of sugar beets as compared to the acre for acre requirement of 1941. As in previous programs, the farm reporter need list for any farm only sufficient practices to meet the requirements for the planted sugar beet acreage.

Minimum Wage Rates

Each farm reporter should be informed as to the minimum wage rates in effect in his district.

Penalty for Child Labor

Among the amendments to the Sugar Act which were approved on December 26 was one providing for a deduction from the payment otherwise due with respect to a farm of \$10.00 for each day, or portion of a day, of child labor in violation of the child labor provisions of the act. If a representative of the county committee finds any child engaged in sugar beet work contrary to the provisions of the program, he should determine the number of days during which such child has worked up to that time and he should immediately inform all of the persons interested in the sugar beet crop on the farm that a deduction will be made from the payment with respect to the farm of \$10.00 for each day, or portion of a day, during which such child has worked. He should also inform the producer that his farm will be revisited from time to time during the balance of the season, and that similar deductions will be made for any future violations.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL CONSERVATION AND ADJUSTMENT ADMINISTRATION
SUGAR AGENCY

INSTRUCTIONS FOR COMPLETION OF
SB-7. SUGAR BEET MARKETING REPORT

PART I - FOR SUGAR BEET PROCESSORS

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U. S. Department of Agriculture

Prepare a separate report, in triplicate, of growers in each county within each factory district. Do not report for more than one county on the same page. Where conveniently possible record names of growers alphabetically for each loading station or minor civil division in the county. Number the pages consecutively for each county report and complete the heading on the first page of each report. Identify the crop as to year by the entry in the first space of the second line of the heading.

Where "individual test" contracts are used, partial reports should be submitted periodically during the harvest season whenever a substantial number of growers have completed delivery. Where other contracts are used, the report should be submitted for all growers as soon as delivery is completed. No entry will be made in column (5) in the latter case and the State office should be advised of the district average sugar content at the completion of the factory run.

Column (1). Record the name of the grower, and below the name of each grower insert the names of other persons known to be (a) owners of a part of the sugar beet crop, or (b) owners of the land on which the sugar beets were grown.

Column (2). Record the address of each grower listed in column (1).

Column (3). Indicate the land tenure of each person listed in column (1) by inserting the letter "O" for an owner and "T" for a tenant.

Column (4). Record to the nearest tenth of a ton the number of tons of sugar beets delivered by each grower.

Column (5). For districts in which settlement is based on individual tests, record to the nearest hundredth of a percent the average sugar content of the sugar beets delivered by each grower listed in column (1). For other districts the entry will be made in the State office, unless transmittal of the report is delayed until the average percentage is known.

Upon the last page of each county report, type and complete the following certification:

I hereby certify that the information reported herein for the company was taken from company records and is true to the best of my knowledge.

(Signature of agent of the company)

Forward the original and two copies of each county report to the State Agricultural Conservation Committee of the State in which the county is located.

PART II - FOR STATE COMMITTEES

Copies of these instructions and a supply of forms SB-7 have been sent directly to sugar beet processors.

As received from sugar companies, entries in columns (4) and (5) of SB-7 should be shown in tenths and hundredths, respectively. However, if a sugar company has expressed entries in such columns to a greater number of decimal places, such entries shall be rounded back to the proper number of decimal places. Decimals shall be rounded according to the rule used in previous sugar programs.

For districts in which sugar beets are contracted under "individual test" contracts, complete all copies of SB-7 as follows:

1. Enter in column (6) for each grower the rate of commercially recoverable sugar per ton of sugar beets shown on SB-416 for sugar beets of the percentage of sugar content shown in column (5).
2. Enter in column (7) for each grower the result (rounded to one decimal place) obtained by multiplying the entry in column (4) by the entry in column (6).

For districts in which sugar beets are contracted under another type of contract, complete all copies of SB-7 as follows:

1. Enter in column (5) the average percentage (rounded to two decimal places) of sugar content of the cossettes of all of the sugar beets delivered from the district, as reported by the sugar company to the State committee. Such entry need be made only once on each sheet.
2. Enter in column (6) the rate of commercially recoverable sugar per ton of sugar beets (rounded to three decimal places). Such entry need be made only once on each sheet and shall be obtained by multiplying the entry in column (5) by .1946.
3. Enter in column (7) for each grower the result (rounded to one decimal) obtained by multiplying the entry in column (4) by the entry in column (6).

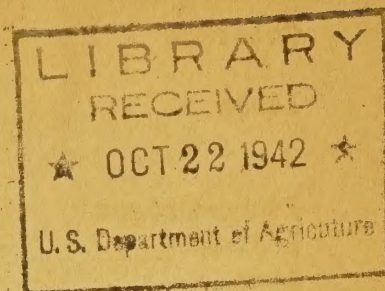
When a set of forms SB-7 for a county has been completed and all computations verified, the original shall be forwarded to the county office, the first copy shall be forwarded to the Division office, Washington, D. C., and the second copy shall be retained in the State office.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL CONSERVATION AND ADJUSTMENT ADMINISTRATION
SUGAR AGENCY

INSTRUCTIONS FOR PREPARATION OF
LISTING SHEET SB-609
1942 SUGAR BEET PROGRAM

(For Use by County Committees)



In preparing SB-609, Listing Sheet-1942 Sugar Beet Program, county committees will follow the instructions contained in SB-512, the instructions for preparation of the listing sheet under the 1941 sugar beet program, except as those instructions are changed by statements herein and are necessarily modified by the advancement from the 1941 to the 1942 program.

Serial Numbers of Farming Units

After the farming unit report forms SB-602 have been prepared for all 1942 sugar beet producing farming units in the county, such forms shall be arranged in alphabetical order within each loading station area, minor civil division or factory district. Serial numbers shall then be assigned beginning with number one and continuing consecutively for all farming units in the county.

District Normal Percentages and Rates

In completing columns (41) and (42) of SB-609 for a farming unit from which sugar beets were contracted to be marketed in 1942 under any type of agreement other than an "individual test contract," enter the district normal percentage of sugar content of sugar beets and the corresponding rate of commercially recoverable sugar per ton of sugar beets for the factory through which the beets were contracted according to the schedule which follows.

Since these percentages and rates are changed from those used under the 1941 program (1935-41 crops rather than 1934-40) and since the use for 1942 of the figures given in SB-512 would result in an error in each instance, each county committee should write the 1942 program percentages and rates for applicable districts in all office copies of SB-512.

<u>Factory Location</u> (State)	<u>District</u>	<u>Normal</u> <u>Sugar Content</u> (%)	<u>Rate of</u> <u>Com. Rec. Sugar</u> (cwt.)
Colorado	Delta-Grand Junction	16.73	3.256
	Sugar City	15.20	2.958
Idaho	Franklin County	16.69	3.248
	Lower Snake	16.48	3.207
	Upper Snake	16.59	3.228
Idaho-Oregon	Nampa-Nyssa	15.87	3.088
Indiana	Decatur	15.49	3.014
Iowa	Mason City	13.76	2.678
Kansas	Garden City	14.58	2.837
Michigan	Alma	15.35	2.987
	Bay City	15.77	3.069
	Blissfield	14.89	2.898
	Caro	15.68	3.051
	Croswell	16.43	3.197
	Holland	14.99	2.917
	Lansing	15.29	2.975
	Menominee	15.39	2.995
	Mt. Clemens	15.80	3.075
	Mt. Pleasant	15.68	3.051
	Saginaw	15.16	2.950
	Sebewaing	15.99	3.112
	St. Louis	15.30	2.977
Minnesota	Chaska	14.42	2.806
	East Grand Forks	16.00	3.114
Montana	Chinook	17.12	3.332
	Hardin	16.60	3.230
	Missoula	17.37	3.380
	Sidney	16.57	3.225
Montana-Wyoming	Billings-Lovell	17.11	3.330
Nebraska	Grand Island	14.58	2.837
Ohio	Findlay	15.29	2.975
	Fremont	15.10	2.938
	Ottawa	14.51	2.824
	Paulding	15.00	2.919
South Dakota	Belle Fourche	16.41	3.193
Utah	Box Elder	16.15	3.143
	Gunnison	15.82	3.079
	Layton	15.97	3.108
	Lewiston	15.77	3.069
	Ogden	15.92	3.098
	Spanish Fork & West Jordan	15.80	3.075
Washington	Toppenish	15.92	3.098
Wisconsin	Green Bay	15.25	2.968
Wyoming	Sheridan	16.44	3.199
	Torrington	16.12	3.137
	Worland	16.64	3.238

Issued October 12, 1942

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL CONSERVATION AND ADJUSTMENT ADMINISTRATION
SUGAR AGENCY

U.S. Department of Agriculture

INSTRUCTIONS FOR PREPARATION OF APPLICATIONS FOR PAYMENT
SB-610, 1942 SUGAR BEET PROGRAM

(For Use by County Committees)

PREPARATION OF REGULAR APPLICATIONS

The application shall be prepared with typewriter or indelible pencil. If an error is made on an application, the incorrect entry shall not be erased but shall be deleted by drawing a line through it and the correct entry shall be entered in the nearest available space. Any spaces for which there is no applicable entry may be left blank.

SB-602, Farming Unit Report, SB-7, Sugar Beet Marketing Report for the 1942 Crop, and in some cases SB-405, Supplement to Farming Unit Report, will be used in the preparation of the application. Form SB-405 will be prepared in accordance with instructions in SB-406A for each farming unit consisting of more than one tract. Forms SB-7 will be received from the State office.

All entries in Section III of the application except items 4, 5, 15 and 16 shall be in tenths. Entries in items 4, 15 and 16 shall be in hundredths, and the entry in item 5 shall be in thousandths. Entries in columns (2) and (3) of Section IV shall be in hundredths. Decimals shall be rounded according to the rule used in previous sugar programs.

Before entries are made on an application, it must be determined that to the best of the knowledge and belief of the county committee there has been compliance with the conditions for payment as set forth in the producer's certification in the application. This determination will involve an examination of the farming unit report and the report of performance with respect to the labor provisions.

If it is found that all conditions for payment have been met, enter the required data in the upper right-hand corner of the application.

Section III. Computation of Payment.

Entries in Section III must refer to sugar beets planted for harvest in the crop year 1942 for the extraction of sugar.

Item 1. Obtain this entry from column (d) of Section II of SB-602.

Item 2. Obtain this entry from column (e) of Section II of SB-602.

Item 3. Obtain this entry from column (4) of SB-7. If more than one sugar company contract is in effect with respect to one farming unit, and if data are reported separately for each contract, it will be necessary to combine two or more entries in column (4) of SB-7. On the other hand, if a contract covers more than one farming unit, it will be necessary to divide the tonnage.

Item 4. If the farming unit consists of only one tract, obtain this entry from column (5) of SB-7. If the farming unit consists of more than one tract, the entry shall be obtained from the total of column (6) of SB-405. If the sugar beets from the farming unit were marketed under an "individual test" contract, the entry shall be made in item 4(a). If the sugar beets were marketed under any other type of agreement, the entry shall be made in item 4(b).

Item 5. Obtain this entry from column (6) of SB-7. If an entry was made in item 4(a), determine what the rate is, according to SB-416, the correct rate of commercially recoverable sugar per ton of sugar beets of the percentage of sugar content shown in item 4(a). If an entry was made in item 4(b), verify the rate of commercially recoverable sugar per ton of sugar beets by multiplying the entry in item 4(b) by .1946.

Item 6. Obtain this entry from column (7) of SB-7 and verify by multiplying the entry in item 3 by the entry in item 5.

If sugar beets were marketed from a farming unit under other than an "individual test" contract to more than one factory, draw a vertical line or lines through the spaces for entries in items 3, 4, and 5, and enter the appropriate data for the sugar beets marketed to each factory in a separate column. Then obtain one entry for item 6 by adding the results obtained by multiplying the entry in item 3 by the entry in item 5 in each column.

Item 7. Obtain this entry from column (43) of the approved SB-609, Listing Sheet, 1942 Sugar Beet Program.

Items 8 and 13. Before an entry is made in either of items 8 or 13, it must be determined that (1) the sugar beets were planted on land suitable for the production of sugar beets and were cared for up to the time of abandonment or harvest, as the case may be, in a manner which could have been expected, under average conditions, to produce a normal crop of sugar beets, (2) the abandonment or crop deficiency resulted directly from "drought", "flood", "storm", "freeze", "disease" or "insects", and (3) the farming unit is in an area which has been designated as an abandonment and crop deficiency area. Enter in item 8 the number of acres approved for abandonment and in item 13 the amount of approved crop deficiency. In any case, the entry in item 8 plus the entry in item 2 will not, of course, exceed the entry in item 1, or the entry in item 13 plus the entry in item 6 will not exceed the entry in item 12. In each case of approved abandonment or deficiency, enter the cause (drought, flood, storm, freeze, disease or insects) in the appropriate space.

Items 9, 10, 11, 12, 14 and 15. Enter the results of computations indicated in the application.

If the entry in item 14 is in excess of 7,000 cwt., obtain the entry for item 15 by using the following computation schedule. The schedule shall be prepared in triplicate and copies shall be attached to the white, cherry and green colored copies of the application.

Sugar for Payment (cwt.)	: Maximum quantity : for payment at : each rate (cwt.)	: Smaller of : (1) and (2) : (cwt.)	: Rate	: Payment : (3) x (4)
(1)	(2)	(3)	(4)	(5)
	7,000		\$ 0.80	\$
	14,000		\$ 0.75	\$
	20,000		\$ 0.70	\$
	30,000		\$ 0.60	\$
	60,000		\$ 0.55	\$
	120,000		\$ 0.525	\$
Total xxx	xxxx		xxxx	\$

To obtain the total payment by use of this schedule, enter on the first line in column (1) the total amount of sugar shown in item 14 of the application. Enter on the second line in column (1) the result obtained by subtracting 7,000 from the entry on the first line in column (1). Obtain the entry for the third line in column (1), if required, by subtracting 14,000 from the entry on the second line. Continue this procedure until the entry in column (1) is equal to or smaller than the entry in column (2). Thereafter, enter in column (3) on each line the smaller of the entries in columns (1) and (2). Enter the total of column (3), which must equal the entry on the first line of column (1). Obtain the entries for column (5) by multiplying each entry in column (3) by the corresponding entry in column (4). Obtain the total of the entries in column (5) and transfer the total to item 15.

Item 16. Enter 1.0 in the first space in this item as the rate of deduction for county association expenses. Enter in the second space the amount computed at \$10 per day per child for each day or portion of a day during which there was failure to fully comply with the child labor provisions of the Sugar Act. The entry for item 16 will be 99.0% of the entry in item 15 less any deduction for child labor employment.

Section IV. Distribution of Payment.

Column (1). Enter the names and addresses of the operator-producer, other producers and producer-processor in the designated subsections, except that if the producer-processor is the operator-producer, it will not be necessary

to enter his name as operator-producer. If any one of the producers is indebted to the United States Government, enter on the last line in the subsection in which his name is entered the name of the governmental agency to which he is indebted, and enter immediately thereafter the amount of the indebtedness. Obtain these entries from the county register of indebtedness. However, if the producer is indebted because of a 1942 Crop Insurance Premium Note or on account of 1942 conservation materials, the entry for the indebtedness should only be made if it is determined that the applicant's 1942 Agricultural Conservation Program and Parity payment is not sufficient to fully liquidate the indebtedness.

Column (2). Enter the percentage of payment to which each producer is entitled. If the farming unit consists of only one tract, these percentages should appear in columns (h) and (i) of Section II of SB-602. If the farming unit consists of more than one tract, the entries shall be obtained from column (7) of Section II of SB-405. The total of column (2) must equal 100.00.

Column (3). Enter the amounts obtained by multiplying the entry in item 16 of Section III by the respective entries in column (2). In the case of a producer indebted to the United States Government, enter in column (3) opposite the name of the governmental agency the smaller of the amount of the producer's payment and the amount of his indebtedness. Reduce the amount of payment to the producer as shown in column (3) by the amount being set off to liquidate the indebtedness. Enter the total of column (3). This total must equal the entry in item 16 of Section III except that any difference due solely to the rounding of fractions may be disregarded.

Signatures of Producers. With due regard to the representations in Section I, the operator-producer and other producers, if any, shall sign in the spaces of Section IV indicated for their signatures. The last copy of the application should be given to the operator-producer.

Each producer should sign his name exactly as it appears in the application, except that if his name has been incorrectly spelled, the producer should sign his name correctly and the spelling shall be corrected.

The lower subsection of Section IV is provided for the signature of any producer who was in 1942 a processor of sugar beets or who was indirectly a processor of sugar beets, as in the case of a holding company, subsidiary company, or person who had a controlling interest in a beet sugar company. However, before a producer-processor shall be permitted to sign, the county committee must receive notification from the State committee that such producer is eligible for payment with respect to the "fair price" condition.

The lower subsection may be used for another producer, if necessary, by deleting the word "processor". In case there are more producers than subsections, continue the application on another form SB-610. Enter the code and serial numbers on the continuation form, complete Sections IV and V, and staple the form to the forepart of the application.

If a producer dies after the harvest of the sugar beets with respect to which application for payment is made and before the application is signed, the application shall be signed by the representative of the estate of such deceased producer, or by his heirs. Similarly, if a producer is declared incompetent by a court of competent jurisdiction during such period, the application shall be signed by the guardian of the estate of the incompetent person. If a producer dies or is declared incompetent after transmittal of the application to the State office but before payment is certified, the State committee shall be requested to return the application to the county office and a new application shall be signed by the proper parties.

Section V. Certificate of County Committee. If a correction has been made in any of the following items, the correction must be initialed by the county committeeman who signs in Section V:

- (a) Section III, items 1, 2, 3, 4, 7 and 8.
- (b) Section IV, columns (1) and (2).

If the signature of any producer could not be obtained because of failure to locate the producer, or because of his refusal to sign, or for any other reason, the application may be certified for payment to the other producer or producers. The county committeeman shall prepare, sign and attach to the application a statement setting forth the reason for failure of the producer to sign. A similar procedure will be followed if it has not been determined that a producer-processor has met the "fair price" condition.

The date the application was filed in the county office need not be entered unless the application is submitted after June 1, 1944.

Distribution of Copies of Application. When an application has been properly completed, the carbon paper shall be removed. If the last copy of the application has not already been turned over to the operator-producer, it shall be mailed to him. The second copy shall be retained in the county office and the original and first copy shall be forwarded to the State office on a regular transmittal form.

When the first transmittal of applications is forwarded to the State office, the county committee shall also submit any certifications of abandonment and deficiency areas, prepared in accordance with instructions in SB-512. If certifications of abandonment and deficiency areas cannot be prepared at the time of the first transmittal of applications, due to the fact that the forms SB-7 thus far received do not list data for a sufficient number of farms, any applications under which abandonment and deficiency payments probably will be made shall be withheld until such certifications can be prepared.

PREPARATION OF SUPPLEMENTAL APPLICATIONS AND
HANDLING OF SUSPENDED APPLICATIONS, ADJUSTMENTS, ETC.

The instructions in SB-513 will apply in cases involving supplemental or suspended applications, adjustments, undelivered or lost checks or refunds.

